

Circuit	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2215</u> Forward three (3) copies to address at left.
Court		
Charles		
County		

Date 01/13/12

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Fiscal Daily and Monthly Reports	2330 II	5k	7/2007-6/2008	13	3/15/12	Shred
	Bank Statements	2330 II	5a	2001 - 2006	1.5	2/1/12	Shred
	Timesheets	2330 II	4f	2005 - 6/2008	2	2/2/12	Shred
	Courtroom Clerk duplicate copies of daily docket sheets	2330 I	1b	1/2007-3/2008	1	2/1/12	Shred
	Administrative - miscellaneous papers, memos, reports	2330 I	1b	1987 - 2002	1	2/1/12	Shred
	Search Warrants	2330 IV	3	1971 - 1999	3.5	2/2/12	Shred
	Accounts Receivable (Rick Hemphill old billing program)	2330 II	5f	1995 - 4/2008	3	2/2/12	Shred
	Criminal and Civil monthly reports	2330 I	1b	1993 -6/2008	3	2/3/12	Shred
	Payroll and Check Register	2330 II	4b	7/2007-6/2008	.25	2/1/12	Shred
	Jury Qualifications Forms, excused jurors	2330 I	6b	1/2006 - 12/2007	8	2/14/12	Shred

Destruction Approved by Maryland State Archives

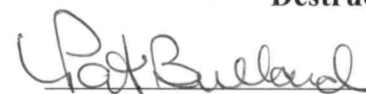
1/25/2012
Date


State Archivist

DGS 550-9 (rev. 8/04)

Instructions for Preparation and Submission on next page

Destruction Certification

 Manager 3/16/12
Signature of Court Official Title Date